

**MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES
MEETING MINUTES**

9067 S. 1300 W. #303; West Jordan, UT 84088

September 9, 2013



ATTENDANCE

Board Meeting called to order at 4:02 PM by Jen Christensen.

In Attendance: Jen Christensen, Kelley Broadbent, David Wiley, Bart Barker

Excused: Deidre Hendersen, Gwendolyn Smith

Others in Attendance: DeLaina Tonks (Director), Steve Davis (AW), Gavin Hutchinson (AW), Stephanie Fulton (Intrepid), Angela Shelby (Intrepid)

CONSENT ITEMS

Board Meeting Minutes

Bart Barker moved to approve the July 12, 2013 Board Meeting Minutes and the July 18, 2013 Board Meeting Minutes; Kelley Broadbent seconded. Motion passed unanimously.

New Hires

DeLaina Tonks reviewed the positions the new personnel will be filling.

Bart Barker moved to approve Darci Dixon and Erika Whitmer as New Hires; David Wiley seconded. Motion passed unanimously.

VOTING ITEMS

Orientation Hilton Folio

DeLaina Tonks reviewed the orientation costs.

David Wiley moved to approve the Hilton Orientation Folio for \$6,246.76; Kelley Broadbent seconded. Motion passed unanimously.

Smiths Earn and Learn

DeLaina Tonks discussed the Smith's program that gives funds back to schools when patrons sign up.

Kelley Broadbent moved to approve membership and the funds from the Smiths Earn and Learn Program; Bart Barker seconded. Motion passed unanimously.

Policies

Gavin Hutchinson talked about the policies and procedures that will be in place to keep the school in compliance with new state rules.

Bart Barker moved to approve the Cash Handling Policy, the Donation and Fundraising Policy, the Ethics Policy, and the Procurement Policy; David Wiley seconded. Motion passed unanimously.

Board Member Term Renewal

The Board reviewed terms and Kelley's willingness to serve an additional term.

Bart Barker moved to renew Kelley Broadbent's term for an additional three years (expiring June 2017); David Wiley seconded. Motion passed unanimously.

DISCUSSION ITEMS

Utah Consolidated Application

The school is working on completing the UCA and it should be available for Board approval in October.

School LAND Trust Program

The Board discussed the funds that were approved through the statewide School LAND Trust Program. These funds will be used to institute the plan submitted. Gavin Hutchinson discussed funding streams for charter schools and base funding.

Dual Enrollment Contract

DeLaina Tonks reviewed the Dual Enrollment Contract and the conditions for enrollment. With middle school students wanting to enroll, the contract needed to be updated to accommodate credits, course fees, and parent and student expectations.

REPORTS**Finance Committee Report**

Bart Barker reviewed the budget through August 15, 2013. Gavin Hutchinson provided a financial summary to the Board and discussed the new visual representations built into the report.

Stephanie Fulton and Angela Shelby arrived at 4:27 PM.

PRESENTATION**Intrepid Marketing**

Stephanie Fulton and Angela Shelby presented regarding increasing the marketing plan and what could be completed with additional funds. Recommendations included investing in better media streams and tracking them, research, additional collateral, and SEO. A vote regarding the proposal will be taken at the next Board Meeting after the October 1 report.

Stephanie Fulton and Angela Shelby left at 4:54 PM.

DIRECTOR REPORT**Marketing**

Enrollment numbers and the projected October 1 numbers were reviewed, including the timeline for recruitment and when funds should be expended.

Students

All the AP Calculus students passed the test with a score of 5. A student wrote an email to the school thanking them for the education received and how it has benefited them in college.

Miscellaneous

The Open Ed Conference and dinner is in October and the Board is invited to attend and network.

She reviewed the action items from the retreat including the articles that were printed, the library posting yielding four students, and the fee rationale. Enrichment activities are on the website, Instagram is set up, and the open entry/open exit PE course is running.

Gavin Hutchinson left at 5:27 PM.

Steve Davis reviewed the school grading system and how the score is created. MHA scored the highest among online schools and the school had a good grade as a high school.

The upcoming conferences were discussed, including who will attend and the dates.

PUBLIC COMMENT

No public comments were made.

CALENDAR ITEMS

October 7 - Board Meeting Conference Call at 4:00 PM.

ADJOURN

Bart Barker moved to adjourn the Board Meeting; Jen Christensen seconded. Motion passed unanimously.
Board Meeting adjourned at 5:48 PM.